



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

KSB STUDENT DEVELOPMENT SUPERVISOR

Job Number: 20001079

Job Code: 51240V000101

Job Group: 5100 - ALLIED EDUCATION

Job Established: 02/16/2009

Job Revised:

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, develops and implements student development programs for students at the Kentucky School for the Blind; provides guidance and counseling to students on an informal basis; supervises student development staff and other assigned staff in the on-going operation of student development programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college and university with a master's degree in student development, education, deaf education, counseling, psychology, social work or a related field.

EXPERIENCE:

Must have three years of experience working with individuals in a student development or education program who are blind or visually impaired.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Develops, coordinates, and supervises student development program to include curriculum design and implementation, independent living skills development, extra curricular program, including recreational, social and cultural activities, and student transportation. Supervises students and staff in the after school program and dormitories. Supervises student development staff in performance of their duties. Serves as a resource person/liaison between instructional program and student development program. Provides support to student development staff/personnel in performance of duties. Evaluates student development personnel and program. Maintains discipline and coordinates with instructional staff and student development staff in solving school/student development related issues. Serves on school committees. Coordinates and provides in-service programs for staff and weekly programs for students. Serves as a resource for students and student development staff. Interprets and enforces school policy. Maintains appropriate records. Submits paperwork as required to maintain the smooth operation of the facility, i. e., maintenance requests, supply/equipment requests, budget requests. Maintains time and attendance records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbent typically works in a residential school performing in an office or instructional setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.